printree MPS

Office Imaging and Document Solutions
Contract GS-03F-0167X
FSS Group 36
For the period July 7, 2011 through July 6, 2016

About PrinTree

PrinTree LLC is an independent, brand neutral Managed Print Services (MPS) provider based in Los Angeles, California.

Our comprehensive MPS suite of services provides end-to-end management of printers, copiers, fax machines and multi-function devices (MFDs).

We began our company, and designed our solutions, with three basic core principles:

- Vendor Neutral
  Most organizations have mixed brand fleets consisting of multiple devices and models from a variety of manufacturers. Our MPS-as-a-service philosophy provides an unbiased, results-based Total Best Solution that is uniquely designed for clients regardless of their blended fleet.

- Economical
  Clients can implement our solution with no upfront capital and get immediate cost savings. We work closely with them to devise a strategic, cost effective technology refresh program that maximizes current investments with an eye toward performance improvements and energy reduction goals.

- Ecological
  We are passionate about our global environmental health. Our solution was designed from the beginning to help client's meet their sustainability goals, reduce energy consumption and greenhouse gas emissions (GHG).

Although our company is young our executive team has decades of technology experience from leadership, management and strategy to operational excellence and execution. Combined, our five-member executive team has over 120 years of delivering results that matter. Some of the respected companies represented by our Executive Team's experience include Xerox, Gartner, Microsoft, Boeing, Sony, Computer Sciences Corporation and others.

PrinTree is a certified minority owned small business.

The PrinTree Difference

- A Single Focus
  MPS is our sole focus; we don't manufacture products. This means our only goal is to deliver MPS solutions that make a difference for our clients. Our actions today, and our vision for tomorrow, are dedicated to improving our solution beyond all others.

- Independent
  We're not obliged to one manufacturer's product over another. With our independent data-driven and unbiased approach we help clients make better sourcing decisions that produce tangible results. Manufacturers also have MPS solutions but their primary goal is device sales. Clients never need to wonder about our motives.

  Independence means more than better sourcing decisions. Our solution, out of the box, works with all manufacturers' products. That way, our clients get the best devices for their environment, and an MPS solution that delivers performance improvement, TCO reduction and sustainability progress regardless of the logo.

- Services Drives Our Philosophy
  We believe MPS-as-a-service provides clients a Best Total Solution that is customized with their goal in mind. No two clients are alike. Instead of a one-size-fits-all mentality we work with each client to construct a unique proposition, strategy and implementation process. Regardless if a component comes from us, our client, our preferred partner network or another third party we combine the right elements for every engagement.

- More Than MPS
  A true end-to-end solution provides more than a core operations and fleet management system. We go beyond pure MPS. Our custom, role-based dashboard puts clients in the drivers seat and provides actionable data for the right person at the right time. Performance monitoring helps clients hold their vendors accountable to SLAs, KPIs and contract terms and

avoids over-charges and invoice disputes. Advisory Services helps clients with negotiations, external peer metrics and end-user satisfaction.

- We Dream Green
  We contribute to a sustainable global environment through a variety of ways. We adhere to many compliance and sustainability initiatives and provide our clients the data and tools they need to exceed their Green goals. From measuring energy consumption, designing an eco-friendly refresh strategy, disposing and recycling assets and supplies, reducing paper use to trading energy credits, we designed our solution from the beginning to be a leader in Green IT.

PrinTree MPS Solution Suite

While our synergistic MPS solution suite provides comprehensive end-to-end print management services for commercial and public sector clients, in this Schedule, we will focus on

- Print fleet needs analysis and baselines-This could be either a standalone service or part of the below solutions.

The remainder this document pertains to print fleet assessment: needs analysis and baselines.

We have also included our GSA price schedule, labor categories and descriptions.

Print Fleet Needs Analysis and Baseline
SIN 51-501

MPS has as many definitions as the number of vendors who sell solutions. That creates an issue for IT Leaders during the upfront print management project definition, procurement and goal-setting phase through implementation and measurement. The importance of an accurate unbiased fleet assessment cannot be overlooked.

A successful MPS project must begin with a thorough, rigorous and independent baseline assessment. That guarantees a fact-based, data-driven foundation to build upon and provides a more reliable data set for MPS implementations and value-added services such as technology refresh. A robust independent fleet assessment and baseline consists has these objectives:

- Find all connected devices from all locations
- Find all non-connected devices by a manual facilities 'walk through' process
- Use automated and manual data collection processes and documentation reviews
- Establish baselines for current fleet performance and operations
- Set a baseline for device level and aggregate energy consumption
- Discover device level utilization and create a redeployment strategy
- Create assumptions and models for supplies consumption
- Determine the best blend of devices going forward
- Hold asset suppliers accountable to SLAs and KPIs

We will achieve Agency's fleet assessment goals in several ways:

- Vendor Neutrality
  We are independent and not beholden to any manufacturer's vision or technology; there's no need to question our motivation. We simply advance our advice and council inline with our client's goals.

- Objective Assessment and Analysis
  Our DCA software, out of the box, works seamlessly across all networked brands and device types including multi-function devices (MFDs). We can configure our assessment process and tools to conform to Agency requirements such as location-based or department-based analysis or other demographic criteria.

- Comprehensive Data Discovery
We compliment our automated device and data discovery process with manual processes to find and inventory each and every device according to our client's needs. We capture performance data, volumes, supplies consumption, utilization rates, energy consumption and logs. From that data, and through client collaboration, we create cost models and algorithms to determine operations cost and TCO.

- Optimizing and Fleet Right-Sizing
The data discovery process determines capacity and utilization rates. With the client's assistance we can perform a workgroup needs analysis to determine the appropriate device to enhance end user productivity. Under utilized devices, or devices that lack functionality or exceed workgroup needs can be redeployed to avoid replacement costs and take advantage of the existing fleet investment.

- Supply Chain Improvements
Our assessment process can include at the client's discretion an analysis of the fleet's logos for performance, operations costs, energy and supplies consumption comparisons. That outcome can be used to monitor asset performance against contract terms and SLAs. Further, our Advisory and Performance monitoring services provides the deep domain expertise to assist clients with procurement and negotiating strategies to leverage buying power, consolidate the asset base and consumable supplies.

- Management Plan
The ideal outcome of the assessment is a joint effort to develop a long-term print management strategy and implementation plan. Agencies then use the plan to source the implementation phase (Functional Area 2) armed with the analysis and data to procure the best solution from the right vendor. The baseline assessment then provides executives the foundation from which to measure their longer term print management execution and hold vendor(s) accountable for stated improvements: performance, operations, costs, supplies, support and energy.

Assessment Process Summary

PrinTree's method for beginning assessment projects generally follows a basic process:

- Discovery: Through meetings and interactions Agency goals are thoroughly discussed and examined as well as a detailed documentation requirements and diagnostic is performed to match intended assessment outcome goals. This frequently involves executive management.

- Plan: PrinTree and client reviews and meets to establish timelines, objectives, measurement criteria, budget and resources, strategies and tactics, deliverables and project management status updates, change management and business process reengineering if applicable. This step generally involves the assessment implementation teams and project leaders.

- Implement: We install and run our DCA software for ongoing device discovery, data capture and measurement and applied domain expertise from our Advisory and Performance Monitoring, and Eco Services. This step also begins the manual device and data collection processes. Throughout this step we evaluate the data set for gaps and missing elements. All data is collected and analyzed in this step to set operations baseline(s).

- Measure: Stated goals are compared to actual performance; gap analysis and recommendations for improvement are provided.

- Manage: Jointly with our clients, we devise ongoing print management strategies. Examples include long-term strategies for fleet optimization, cost reduction, sustainability, process improvement, vendor performance standards/SLAs and other recommendations and overviews requested by the client. Further, we help our clients source the next phase of their print management strategy with optional procurement and negotiation support.

We build a custom Best Total Solution for each and every client. We find that no two clients are alike and therefore we do not promote a standardized, or one-size-fits-all approach for print fleet assessments. Generally, we meet several times with clients before they contractually engage us. Given that print management is relatively new Agency management may need education and the opportunity to understand the importance of fleet assessments before they initiate a task order.

Three Phase Assessment Approach

- Phase I: Device Discovery

- Phase II: Cost and/or Energy Baseline

- Phase III: Fleet Optimization and Right-Sizing

Phase 1: Device Discovery

PrinTree employs both an automated Data Collection Agent (DCA) software device discovery process and a manual process to determine the demographics and inventory of the entire fleet. The DCA software is network based and communicates (async) with network-enabled fleet devices. The manual process involves receiving documentation and inventory lists from the client and a 'walk-through' is performed to verify the inventory and install local client software to capture rogue device data for aggregation. At the client's request, non-networked devices can be network activated depending on the device's capabilities.

Both networked and non-networked devices are aggregated to account for and report:

- Manufacturer make, model, location and status (device inventory).

- Meter reads and logs analysis; models can be constructed as needed.

- Utilization rates based on actual reported usage (typically 30 – 90 days) and/or based on history and/or manufacturer guidelines: minimums, maximums and recommended ranges.

- Floor plans and maps that show the location of the networked and non-networked devices.

- Actual supplies usage and inventory evaluations; (supplies ordering process diagnostic if requested for business process improvement).

- Energy consumption per device and aggregated by manufacturer make/model as well as other categorization requested; (documentation review to discover sustainability practices such as recycling and mapping energy consumption to greenhouse gas (GHG) reporting is handled during the data collection task).

Automated Discovery
In an ideal situation, once the DCA software is installed on its host computer, it communicates with and collects the information from the visible print devices.

Manual Discovery
The manual discovery process, or "walk through" is initiated for several reasons.

- Complex computer network subdomain structure

  o An agency that has a complex domain structure in which a single DCA does not have the permission to see into non-trusted domains and sub-domains will require an additional DCA to be deployed within each of the non-trusted domains.

- High security self-contained networks

  o The same procedure used for complex domain situations is used in high-security networks.

- Rogue printer Identification

- In situations where a printer is connected to an individual machine it is not always visible to the DCA. In these situations, a DCA is installed on the local machine to collect data from the printer, and either communicates to the main DCA, or is aggregated in the same manner as described above.

Physical Mapping
The PrintFleet monitoring software offers an option to view each print device on a physical map. To provide this service, PrinTree will need to scan a blueprint of each (office) floor. During the "walk through" the location of each printer is recorded and added to the maps.

Data Collection and Verification Process
In collaboration with the client a data collection plan is prepared that encompasses both automated and manual data collection: time estimates; technical and operating environment needs; resources required (vendor supplied/client supplied): floor plans and inventory lists; security clearances (where needed); end user community communications; documentation reviews and business process diagnostics; status updates and reporting milestones and issues.

Networked Devices

- We install our DCA to collect a snapshot of the print fleet environment.

- We monitor actual usage over a minimum 30-day time period (or longer as needed) to collect data about volumes, supply coverage/inventory and use, and energy consumption. We also identify and report fleet error codes as well to determine proactive support issues.

- This data provides the baseline for the ongoing MPS implementation to begin measuring improvement and goal attainment.

- We perform a (manual) walk through of the facility with floor map(s) to identify (and verify) where each device is located.

- We locate the devices' serial number and matched that to the device list with the IP addresses.

- Mark the devices on the floor map provided by the client with an ID from the device list.

Non-Networked Devices

- We print a configuration page from each non-networked device. This page gives us the device make, model number, serial number and page counts (meter reads).

- We repeat the same procedure as the networked devices by mapping them on the floor map with an ID.

- We ensure that each configuration page has a meter value. If not, we try to find one through the device on-screen menu. For color devices there are usually a black, color and total meter and we capture data for all three.

- For both networked and non-networked devices we report basic information about the device such as network capable, multi-function, color / mono, finisher, trays, etc.

We also use structured questionnaires and interview guides for the IT department and other departments that may have information that is needed to fulfill the data collection requirement.

In addition to data collected by the DCA, data related to past expenditures is collected from existing client-provided electronic and hard copies, including but not limited to:

- Invoices

- Spreadsheets

- Existing and previous SLAs and maintenance agreements

- Expense reports

- Current consumable inventory

- Asset inventories; depreciation schedules

- Utility bills

Phase II: Cost and/or Energy Baseline

Device discovery and data collection (above) provides the data set to create baselines. The data set consists of automated finds, manual processes and documentation reviews.

Cost and Operations Baseline
Spend and cost analysis will vary depending upon organization policies and existing data. We recommend a period of at least 30 days of data collection via DCA, as described in Phase 1, to establish a base data set from which to operate. Longer time frames provide a better, more accurate data source. We help clients determine the best automated data collection timeframe. Much depends on organizational and fleet complexity such as several manufacturer devices, multiple locations and departments.

Combining the data collected via DCA and manual collection (such as document reviews) we can establish an organization's current cost profile for their print fleet by manufacturer and device type. This is combined with the Agency's TCO definitions and presented to the client in our executive dashboard and other electronic document formats as requested. Historical summaries can be extended over as long a time period as necessary. The data collected from the DCA will allow greater accuracy in assumptive historical analysis. An example of a non-automated cost discovery that can be added to baseline cost models are estimated IT support and help desk costs.

Future Cost Modeling and Assumptions
Once historical and current fleet operating costs are captured and agreed to by the client we then collaboratively plan the fleet's future costs and spending requirements in conjunction with the client's longer term print management goals.

Most often, this takes the form of models and 'what-if' type of scenarios such as:

- Increasing the number of strategically placed energy efficient models and retiring older less-efficient models and the offsetting impact on utility bills versus the cost of acquisition and disposal.

- Aligning the asset base by focusing on fewer vendors and models.

- Changing the supplies ordering process to just-in-time delivery. The information gathered by the DCA provides granular data on the actual usage of consumables per device. Recommendations can be made for more cost efficient consumables and for ordering and stocking strategies to manage consumption.

- Redeploying existing assets based on utilization rates and workgroup requirements.

- Substituting more cost effective high volume devices for less efficient desktop assets.

- Implementing proactive support through automated device alerts for the technical staff.

- Assisted end-user training for self-service.

There are many ways in which the baseline data set can be used to model a wide variety of future cost and energy consumption scenarios. We find that in most cases we provide the data set and the tools and techniques for future scenario planning and our clients 'brainstorm' various scenarios and seek our consulting and performance monitoring advice and counsel on an as-needed basis. We stand ready to provide future scenario based outcomes for our clients. This is often detailed in the client's Total Best Solution proposal from PrinTree based on our understanding of the client's requirements.

Further, if the client seeks long term print management strategies for

implementing a full service MPS solution they often include these future scenario assumptions into their sourcing strategy and vendor negotiations.

Energy Modeling
Energy modeling follows the same basic data collection and documentation review described above. Energy can be modeled and reported separately or in conjunction with an overall cost reduction plan. It too is reported through our executive dashboard.

Our reporting software calculates the kWh per device based on device type and usage. When combined with existing price per kWh, we can provide a granular report of current energy use of the entire fleet by manufacturer type and model. Using our automated mapping feature we can calculate energy consumption by zip code for example to use with the EPA's and other energy location consumption data supplied by third parties.

Development of Sustainable Print Fleet Plans
Recommendations for creating a 'green fleet' can be made based on strategic replacement of non-energy-efficient devices, asset disposition, and more environmentally friendly consumables.

Incomplete Data
In situations where either the automated or manual data collection process is not complete enough to build baselines and future 'what-if' scenarios we rely on standard print industry assumptions regarding device performance, output capabilities, energy consumption and supplies consumption. Some clients will have this information as well from their supplier documentation. PrinTree verifies the accuracy of this vendor and industry supplied assumptions data by using our deep 20-year domain expertise and optional device sampling techniques and from our other client projects. Full disclosure is given to our clients and we reach agreement on the most proficient way to close data gaps.

Phase III: Fleet Optimization and Right-Sizing

The device and data discovery process both automated and manual will provide the basis for the future state recommendations. Several categories of data are

automatically captured by PrinTree's assessment process: device demographics, utilization, performance, volumes, consumable supplies and energy consumption. TCO and operations costs will be modeled using collected and Agency data and may require additional documentation reviews that cannot be automated.

In the aggregate, this data set, plus knowing the Agency's print management goals such as cost reduction and energy consumption, melded with PrinTree's deep domain knowledge in print management and all related business processes sets the stage for recommending future state. Some examples are:

- Hardware refresh, utilization and optimization: focus procurement and investment on a single or short-list of brands and devices matched to workgroup requirements; capital investment and procurement plan; useful life calculations; life cycle management; installation. Includes recommendations for redeployment of existing devices to maximize current investments and/or a replacement strategy.

- Workgroup requirements in terms of features/function can be examined and recommendations provided to match needs with applicable devices and a redeployment strategy for existing devices and/or replacement process.

- Utilization analysis (actual usage compared to device specs/capabilities and Agency goals) consists of device level and aggregated by manufacturer make and model to determine under performing assets compared to industry standards, manufacturer recommendations and Agency goals. Re-deployment and/or replacement strategies are inter-related with this process. Utilization modeling can occur based on sampling techniques or industry standards in combination with automated or manual data collection.

- TCO and operations cost: Realistic and accurate data, determined by a joint timeline discovery process, combined with documentation reviews for asset purchase information, guidelines for depreciation/amortization,

support costs and other non-automated information sources are used to create cost and TCO models that can be applied across the fleet. TCO and cost models can be organized by preferred defined categories such as brand and device or other criteria. The TCO calculations and cost models are fed into PrinTree's executive dashboard to monitor goals and percent of completion.

- Energy Consumption: Agencies may wish to focus future state improvements on energy reduction and sustainability. PrinTree's Eco Services provides domain expertise to establish baseline benchmarks and criteria for improvement such as resizing the fleet's makeup to the most energy efficient devices as shown through data discovery. Green House Gas (GHG) reduction estimates are applied to the device life cycle from manufacturing to disposal as well as consumable supplies. Agencies can focus their investment resources on chosen assets and supplies that reduce its footprint over time. PrinTree's software captures baseline energy consumption, shows goal attainment and percent of completion.

- An organizational Gap Analysis describes the gap between the current and optimal print environments. Gap Analysis may occur independently of Phases I-III or may occur in conjunction with Phases I-III. The core difference between Phases I-III and Organizational Gap Analysis is that the latter focuses on people and processes and their use of: analysis of the gap between current use of available technology and potential use description of inefficient print behaviors. It includes current state/future state recommendations for business process changes; recommendations for the implementation of print behavior change; recommendations for fleet operations; recommendations for sustainability.

A thorough grounding in the client's desired future state is required before a gap analysis (of any function, process or behavior) can be outlined and proposed.

Future state optimization can take into consideration a wide variety of strategies and tactics not limited to those mentioned above.

In addition to our executive dashboard Agencies are furnished the recommendations and data set(s) in formats that are compatible with their business intelligence systems and decision-making process.

Deliverables

All of the data and device discovery mentioned above is captured and reported through our executive dashboard. We built it knowing that no two clients are alike and will need unique data views, details and summary charts and tables. Additionally, we can incorporate third party APIs and balanced scorecard elements.

File downloads, typically in Excel format, can be used by the assessment team to fuel future scenario planning and other ad-hoc reporting and analysis. The dashboard, out of the box, contains a library of hundred's of reports and others can be customized and added to the library.

Executive reports, most often in PDF format, are included in the dashboard for easy reference and access.

Executive Dashboard

It's virtually impossible to benchmark and effectively manage an organization's printer, copier, fax and multi-function device fleet without a dashboard. And that's exactly what our MPS interactive dashboard was designed for - to deliver actionable information that drives decisions, improves fleet operations and productivity, and keeps a close eye on costs.

One Dashboard Does Not Fit All

IT leaders may want to see summary cost, sustainability and end-user satisfaction metrics. Technicians need device performance metrics. IT Finance wants cost allocations and invoicing data. Vendor relationship managers need to see how one manufacturer is performing versus another. Supply chain buyers need supplies consumption data and predictive models. And sustainability managers want device level energy consumption trends.

Our interactive MPS dashboard is role-based and customizable. The right people

get the right information to help them do their jobs more effectively. We recognize the different ways people interact with information and the different realities they face. Role-based dashboards reduce the amount of time it takes to get things done.

The dashboard is configured to match clients' organizational structure and information needs from summary charts and tables to device level data mining. Information is displayed according to roles and permissions that they create and control.

These are some of the common criteria that our clients often configure to meet their needs:

- Roles: IT Leaders, administrators, technicians, buyers, relationship managers, sustainability officers, finance and accounting
- Organization views: Organization-wide, business units, divisions, departments and locations
- Favorite views based on roles and needs
- Customizable views for each user
- Summary charts and tables to detailed data by defined category
- Goal Tracking and percent of completion
- Proactive alerts and notifications

Summary

PrinTree LLC is an independent, agnostic MPS provider. Our baseline assessment service combines device detection and demographics, business process alignment, end user assessments, fleet operations metrics and energy consumption data regardless of the manufacturer model or brand.

With our powerful assessment outcomes in-hand clients are ready to create a sourcing strategy to implement a full print management and fleet operations solution.

GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY AND SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

MANAGED PRINT SERVICES ASSESSMENT

FSC Schedule 36 SIN 51 501

Contract Number – GS-03F-0167X

Solicitation Number – Schedule 36 SIN 51 501

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at www.fss.gsa.gov

Contract Period – 07/07/2011 thru 07/07/2016

Contractor: PrinTree LLC

5757 Wilshire Blvd. Suite

Los Angeles California, 90036

Telephone: 888-706-4441
Company website: -- www.printreemps.com

INFORMATION FOR ORDERING ACTIVITIES:

1. Awarded Special Item Number: 51 501

2. Business Size: Minority Owned Small Business

3. Maximum Order: $1,000,000 USD

4. Minimum Order: $100 USD

5. Geographic Coverage:
The 48 Contiguous States and the District of Columbia

6. Points of Production: Various

7. Prices herein are net.

8. Discounts: None

9. Prompt Payment Terms: None

10. Government purchase cards are accepted below and above the micro-purchase threshold.

11. Delivery Time: Within 30 days ARO.

12. FOB Points:

The 48 Contiguous States & The District of Columbia are FOB Destination.

13. Ordering Address:

PrinTree LLC.

5757 Wilshire Blvd. Suite

Los Angeles California, 90036

14. Payment Address:

5757 Wilshire Blvd. Suite

Los Angeles California, 90036

15. Terms and conditions of Government Credit Cards: Accept any below and above micro-purchase threshold.

Federal /Tax Identification Number (TIN) 270453191

16. DUNS Number: 83-250-3622

PrinTree Price Schedule, Labor Categories and Descriptions

Effective January 2010
SIN 51-501

Title	Description	Rates per hour
System Engineer - Level 1	Functional Requirements: Responsible for installation of software, related equipment and devices, conducting walkthroughs for extraction, collection of data from these devices and equipment and implementation of related technical solutions. Observes all applicable site specific safety and security rules and regulations. Provides technical service and support in a professional manner ensuring the equipment is in operational condition. Qualifications: Associate's degree and one year of experience in electrical/electronic equipment handling and maintenance, software installation and verification or related technical discipline.	$74.66
System Engineer - Level 2	Functional Requirements: Responsible for planning and coordination of equipment/device and software installations, overseeing walkthroughs for extraction and collection of data from these devices, planning and implementation of related technical solutions. Provides guidance and training to Level 1 System Engineer. Ensures all applicable site specific safety and security rules and regulations are followed by all PrinTree representatives. Provides technical service and support as needed. Liaises with the Project Manager and /or On Site CRM. Qualifications: A Bachelor's Degree in electronics, electrical engineering or other engineering or technical discipline, plus 3 years of experience. Experience in electrical/electronic equipment	$95.88

	handling and maintenance, software installation and verification or related technical discipline. Must be able to work independently and oversee a team of Level 1 System Engineers.	
System Engineer - Level 3	Functional Requirements: Responsible for scoping technical IT requirements for software and device installation. Provides IT configuration and support. Interfaces with the client to determine an optimal and accurate technical solution. Plans and oversees the implementation. Interfaces with the project Manager and the Onsite CRM to ensure implementation is performed in an efficient and effective manner. Assures the client staff and PrinTree staff receives adequate training and support for successful implementation of the project. Maintains expertise and stays current with the latest technology. Liaises with the Project Manager and /or On Site CRM. Oversees the delivery of technical service. Qualifications: A Bachelor's Degree in electronics, electrical engineering, computer science, software engineering, or other engineering or technical discipline is desirable, plus 5 years of related experience. Experience in electrical/electronic equipment handling and maintenance, software installation and verification or related technical discipline. Must be able to work independently and oversee a team of Level 1 and Level 2 System Engineers.	$114.74
System Engineer - Level 4	Functional Requirements: Responsible for development of strategies of all technical aspects. Provides overall direction for the development, planning and implementation of technical solutions. Provides oversight to IT personnel and delivery of related services. Selects and qualifies technical partners/alliances and integrates them within core competencies. Interfaces with clients for strategic technological inquiries, marketing, product development and customer satisfaction. Has the authority for approval of IT change management. Qualifications: A Bachelor's Degree in electronics, electrical	$142.25

	engineering, computer science, software engineering, other engineering or technical discipline is desirable. Must have at least 10 years of experience in electrical/electronic and IT or related technical discipline. Minimum of 5 years of executive experience with significant skills in leadership, management and communication.	
Consultant - MPS- Level 1	Functional Requirements: Responsible for compilation and consolidation of all data. Prepares reviews and disseminates data from the discovery process. Generates reports for baseline, assessments, performance of the fleet and consumption data. Performs ITAD data analysis. Works in collaboration and under the guidance and direction of the Project Manager and higher level consultants. Interfaces with the discovery team members with regard to data quality. Works with minimal supervision to ensure the data analysis is complete, accurate and timely.

Qualifications: A Bachelor's Degree in MIS, technical discipline is desirable or general business administration plus one year of experience. Must be able to use simple statistics, and demonstrate competency in related software use. Must be able to work with minimal supervision. | $74.66 |
| Consultant - MPS- Level 2 | Functional Requirements: Responsible for the analysis of assessment data and generation of summarized recommendations for projects. Devises strategies for print fleet end user satisfaction, formulates print fleet optimization, technology refresh, operational cost reduction, streamlining of process and workflow for improvement in productivity and efficiency. Contributes to the overall strategy and the decision making process. Reviews the data analysis for quality control. Works in collaboration with the project management team. Ensures timely and accurate analysis and recommendations with all appropriate options that are considered for the best interest of the client. | $99.02 |

	Qualifications: A Bachelor's Degree in a technical discipline is desirable or general business administration. Must have at least 5 years of industry related experience. Must be proficient in use and application of statistics, and demonstrate competency in related software use. Must have management skills. Must be able to interface with various roles and levels within an organization.	
Consultant - MPS- Level 3	Functional Requirements: Responsible for planning, gathering client requirements, developing and implementing customized assessments and advisory services. Recommends print fleet optimization, technology refresh, operational cost reduction, streamlining of processes and workflow for improvement in productivity and efficiency. Influences the decision making process. Devises and conducts end user satisfaction surveys. Reviews the data analysis and all preliminary reports for quality assurance. Works in collaboration with the project management team ensure that all options are considered for the best interest of the client. Develops the final reports from the assessment. Presents recommendations and findings to the client and the company management team. Interfaces with the client related to the MPS core services analysis and reporting. Stays current with the latest technology and development in the industry and incorporates these aspects into client solutions. Qualifications: A Bachelor's degree in electronics, electrical engineering, technical discipline or general business administration. Must have at least ten (10) years of substantial experience in electrical and electronic office equipment industry. Must be able to interface with various roles and levels within an organization work as part of a team with very minimal direction. Must be comfortable in evaluating data and generating optimization reports using various software tools and techniques.	$114.74

Consultant - MPS- Level 4	Functional Requirements: Responsible for developing strategic relationship with clients ensuring all client needs and requirements are addressed in all related products and services. Sets strategies, plans and solutions for all technical matters to the proposed services. Provides overall direction for the development and implementation of technical solutions and advisory services. Interfaces with clients for strategic technological inquiries, marketing, product development and client satisfaction. Selects and qualifies partners/alliances that directly affect products and services and integrates them within core competencies, ensuring continuity of excellence and quality of service. Approves all client contracts, product and service offerings and ensures the fulfillment of contractual agreements. Qualifications: Masters degree in electronics, electrical engineering, computer sciences, software engineering, or other engineering or technical discipline. Must have at least ten (10) years of substantial management experience. Must be able to lead the management team, and multi-project teams. Strong client facing and persuasive communication and presentation skills.	$142.25
Consultant- ECO- Level 1	Functional Requirements: Responsible for participating in Eco Related assessments and walkthroughs. Gathers information used for reviewing and disseminating data from the discovery process to generate the baseline for the eco services. Generates reports related to energy and eco components. Works in collaboration and under the guidance and direction of the project manager and higher level consultants. Works independently with minimal supervision. Qualifications: A Bachelor's Degree in a technical discipline is desirable. Must have at least three (3) years of environmental and/or energy experience in a consultative function. Must be	$85.66

	familiar with GHG, CO2 Footprint, energy management and ITAD recycling. Must be able to use simple statistics, work as part of a team with minimal supervision. Must be comfortable in manipulating data and generating preliminary reports using various software tools and techniques. EMS auditing training and or certification desirable.	
Consultant- ECO- Level 2	Functional Requirements: Responsible for gathering client requirements, participating in customized assessments and eco-advisory services. Evaluates print fleet energy, eco-optimization and opportunities for streamlining of process and workflow for sustainability. Generates reports related to energy and eco components. Works in collaboration with the project management team to ensure that all options are considered for the best interest of the client. Presents recommendations and findings to the client. Interfaces with the client related to the sustainability analysis and reporting. Stays current with the latest developments, and regulations. Works closely with the development team to ensure that products and services are in compliance with clients and regulatory requirements. Participates in auditing of ITAD service providers based on standards and polices set by PrinTree.

Qualifications: A Bachelor's Degree in technical discipline or general business administration. Must have at least five (5) years of substantial experience in electrical and electronic equipment industry. Must be able to interface with various roles and levels within an organization work as part of a team with very minimal direction. Must be comfortable in evaluating data and generating optimization reports using various software tools and techniques. Certification as an Environmental auditor, LEED energy certification, or any or GHG Verifier certification is a plus. | $98.24 |
| Consultant- ECO- Level 3 | Functional Requirements: Responsible for planning, gathering client requirements, developing and implementing customized assessments and eco-advisory services. Recommends print fleet | $121.03 |

	energy and eco-optimization opportunities for streamlining of processes and workflow for sustainability and ITAD strategies. Generates reports on sustainability. Works in collaboration with the project management team to ensure that all options are considered for the best interest of the client. Presents recommendations and findings to the client. Stays current on the latest development and regulations. Works closely with the development team to ensure that products and services are in compliance with clients and regulatory requirements. Provides auditing of ITAD service providers based on standards and polices set by PrinTree. Transfers best practices to PrinTree and its client base.

Qualifications: Bachelors degree. Must have at least eight (8) years of environmental and/or energy experience in a consultative function. Must be able to interface with various roles and levels within an organization work as part of a team with very minimal direction. Must be comfortable in evaluating data and generating optimization reports using various software tools and techniques. Certification as an Environmental auditor, LEED energy certification, or any or GHG Verifier certification. | |
| Consultant- ECO- Level 4 | Functional Requirements: Responsible for developing a strategic relationship with clients and ensuring all client sustainability needs and requirements are addressed in all MPS related products and services. Sets strategies, plans and solutions for all eco-matters to the proposed services. Provides overall direction for the development and implementation of eco-solutions and advisory | $142.25 |

	services. Interfaces with clients for strategic sustainability inquiries, green marketing, eco-product development and client satisfaction. Selects and qualifies partners/alliances that directly effect products and services and integrates them within core competencies ensuring continuity of excellence and quality of service. Approves all client contracts and product and service offerings and ensures the fulfillment of contractual agreements. Qualifications: Masters degree. Must have at least ten years of substantial energy/sustainability/environmental/ management experience. Must be able to lead the management team, and multi-project teams. Strong client facing and persuasive communication and presentation skills.	
Project Manager-Level 1 On-Site	Functional Requirements: Responsible for coordinating on-site project activities, issue resolution, scheduling, logistics, and delivery activities. Monitors inventory, technology refresh and consumables. Ensures that facility specific information stays current. Provides prioritization for issues. Updates project plans. Interfaces with the client related to the delivery of services. Stays current with latest technology and development in the industry. Adheres to policies, procedures and standards set by PrinTree. Complies with all site/client specific safety and security regulations. Qualifications: Associate's degree and one year of experience in electrical/electronic equipment handling and maintenance, software installation and verification or related technical discipline.	$77.80
Project Manager-Level 2	Functional Requirements: Responsible for coordinating all project activities including issue resolution, logistics planning and resource management. Gathers information and updates project plans. Interfaces with the client. Stays current with the latest technology and development in the industry. Adheres to policies, procedures and standards set by PrinTree.	$108.45

	Qualifications: A Bachelor's Degree in electronics, electrical engineering, technical discipline or general business administration. Must have at least five (5) years of substantial experience in project management. Must be able to interface with various roles and levels within internal or client organization, work as part of a team with very minimal direction. Certification in project management is a plus.	
Project Manager-Level 3	Requirements: Responsible for planning, budgeting, controlling, monitoring and managing all project activities and for change management. Develops and implements project plans. Ensures client specific requirements are incorporated and addressed in contracts, plans, SOPs and instructions. Works with the project team to ensure that projects meet budget, timeline and quality requirements. Performs all project reviews and quality checkpoints. Interfaces with the client in relation to the planning and delivery of services, data analysis and reporting. Evaluates project performance and incorporates best practices to continually improve design, development, and delivery of products and services to the clients. Stays current with latest technology and development in the industry. Qualifications: Bachelor's Degree in electronics, electrical engineering, technical discipline or general business administration. Must have at least ten years of substantial experience in project management. Must be able to interface with various roles and levels within an organization work as part of a team with very minimal direction. Certification in project management is a plus.	$124.96
Project Manager-Level 4	Functional Requirements: Responsible for developing strategic relationship with clients and ensuring all client needs are addressed in project offering and delivery. Sets the methodology and strategies, plans the solutions for project management at a program level. Provides overall direction for the development and	$142.25

| | implementation of project plans. Interfaces with clients for strategic planning and client satisfaction. Responsible for the overall quality and operational excellence related to project management. Approves contracts, product and service offerings. Oversees change management, reports and invoices.

Qualifications: Masters degree. Must have at least ten (10) years of technical and general management experience. Must be able to lead the management and multi-project teams. Strong client facing and persuasive communication and presentation skills. | |
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